

# *OXNARD UNION HIGH SCHOOL DISTRICT*

## **TEACHER - ENGLISH**

### **BRIEF DESCRIPTION OF POSITION:**

As part of a secondary teaching assignment, teaches one or more classes of English to pupils in grades 9 - 12, and assists in other school programs as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Teaches content and skills in English language, literature, and composition, as well as in reading and journalism, to secondary pupils, utilizing course of study adopted by the Board of Education and other appropriate learning activities.
2. Instructs pupils in citizenship, basic communications skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district.
3. Adapts English material and methods to develop relevant sequential assignments that guide and challenge pupils.
4. Determines instructional materials designed to achieve instructional goals and behavioral objectives. Selects books and instructional aids appropriate to the interest and maturity levels of pupils.
5. Provides individual and small group instruction in order to adapt the curriculum to the need of each pupil. May provide remedial programs for pupils who have not achieved language competency commensurate with their potential.
6. Develops standards for critical analysis through group discussions based on a variety of mass media and classical and contemporary literature.
7. Encourages pupils to think independently and to express original ideas.
8. Evaluates each pupil's progress in English skills (listening, speaking, reading, and writing) and prepares progress reports.
9. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom environment.
10. Maintains professional competence through participation in inservice education activities provided by the district and/or in self-selected professional growth activities.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Identifies pupil needs, and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
2. Communicates with parents and school counselors on the individual pupil's progress.
3. Supervises pupils in out-of-classroom activities during the assigned working day.
4. Work with pupils and other classroom teachers in such activities as preparing material for the school newspaper or yearbook, assisting with PTA programs or monitors group tests.
5. Administers or monitors group tests.
6. Requisitions books, instructional aids, and instructional supplies, and maintains required inventory records.
7. Participates in curriculum and other developmental programs within the school of assignment and/or on a district level. May teach under modular or flexible scheduling plans.
8. Performs basic attendance accounting and business services as required.
9. Shares in the sponsorship of student activities and participates in faculty committees.
10. May plan and coordinate the work of student tutors and paraeducators.

### **PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

### **SUPERVISION EXERCISED OR RECEIVED:**

Under the immediate direction of the site administrator.